

CHIEF PROCTORS and ASSISTANT PROCTORS

Salary: Hourly or Flat Rate

THE POSITION

Our Employment Testing & Assessment Services (EmTAS) division is seeking proctors to administer a variety of employment, certification or licensing examinations. Proctors' responsibilities will be to safeguard all aspects of examination security and conduct examinations in a fair, efficient, and courteous manner. They will be responsible for receiving examination materials, inventorying the materials, and ensuring all examination administrations follow the established policies and procedures as set forth by CPS. They will also ensure that candidates have a quiet and positive testing environment and handle any complaints in a timely and professional manner. Travel may be required.

KEY DUTIES

Depending upon assignment, duties may include, but are not limited to, the following:

- Conduct examinations efficiently, courteously, and in a professional manner. Maintain a quiet, secure, and positive testing environment.
- Read instructions aloud to large groups.
- Receive, inventory, and maintain security of examination materials.
- Follow policies and procedures for each examination as set forth by CPS and established protocol.
- Complete required proctor reports and documentation in a timely and accurate manner.
- Report any problems or issues during examination per CPS procedures.
- Attend any required training.
- As required, Chief Proctors may train Assistant Proctors.

QUALIFICATIONS

Candidates must be at least 18 years of age or older.

Education: High School diploma or equivalent.

Experience: None required. Experience reading and speaking in front of groups, working with secure and confidential documents, test administration, basic e-mail/internet skills is desired.

WORKING CONDITIONS

Work generally takes place at authorized testing facilities and may involve long periods of standing and walking. Reliable transportation and ability to travel may be required, and expenses may be reimbursed according to reimbursement guidelines and contractual obligations. Must be able to lift and/or transport materials and supplies weighing up to 40 pounds to and from vehicle and testing facility.

SELECTION PROCESS

Qualified candidates must complete the online application form at: www.cps.ca.gov and a short supplemental questionnaire included with the online application. Online applications and resumes will be forwarded to the hiring department. Those determined most qualified will be contacted about proctoring opportunities.

FINAL FILING DATE -- Continuous



THE ORGANIZATION

CPS is a self-supporting public agency providing a full range of human resource services to the public and nonprofit sectors. We have unique expertise in delivering HR management and consulting services, employment testing, assessment services, and applicant tracking software to government agencies throughout North America. We assist organizations across the talent management continuum in recruiting, selecting, and developing employees.

CPS IS AN EQUAL OPPORTUNITY EMPLOYER

To all, regardless of race, color, ancestry, religion, sex, national origin, marital status, age, sexual orientation, mental or physical disability, or perceived disability.



Human Resource Services

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